

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
DEPARTMENT BUDGET HEARINGS
CONFERENCE ROOM 113
FIRST FLOOR, COUNTY-CITY BUILDING
THURSDAY, MAY 17, 2001
1:00 P.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman, Vice Chair
Larry Hudkins (Arrived Late)
Bernie Heier (Arrived Late)
Linda Steinman

Others Present: Dave Kroeker, Budget and Fiscal Director
Melissa Koci, County Clerk's Office

RECORDS MANAGEMENT (648)

Present was Brian Pillard, Records Manager.

Pillard said he would like to purchase a Kodak document archive writer which takes images that have been captured electronically and writes them to microfilm. He said the writer will benefit departments using microfilm and electronic imaging by producing microfilm from the scanned images. Pillard said he also has a request from the microcomputer fund for two document scanners to replace two microfilm cameras.

Pillard said his budget includes continuing the contract with Community Alternatives for the microfilm labor. Community Alternatives said they would be able to operate the scanner and software to capture the images. He also said the writer will help if the images are captured somewhere else other than in his department, which is happening now in District Court with a microfilm camera. If the microfilm camera is taken out and replaced with a scanner, they could capture the images electronically with a scanner and write a roll of film.

Steinman asked if the equipment can file and find things by using key word technology.

Pillard said it would depend on what electronic image was decided on.

Campbell said she is excited about the writer because it will allow them to ensure archive quality. She said the total cost for the request is around \$57,000 and asked Kroeker if the money for the writer could be on a NACO lease or if it should be taken out of the Keno fund.

Kroeker suggested putting the item on the Keno list and monitoring the microcomputer fund to see where the money would come from.

Campbell questioned the maintenance agreement on the microfilm duplicator and asked when a new duplicator might be needed.

Pillard said he would like a new machine because it would operate better and be more reliable, but if the service repair company keeps doing a quick job, he would stay with the maintenance agreement.

Campbell asked Kroeker if he would consider creating a file from the General Fund Miscellaneous where an amount of money would be put aside in case a machine breaks down.

Kroeker asked about the new duplicator being purchased, and if a maintenance agreement would still be needed.

Pillard said the equipment would probably be under warranty for a year, but he would not know what would happen with year two. He said they would probably not have a maintenance agreement and pay for the repairs if there are any.

Kroeker asked Pillard to give the Board a history of service calls in the last year for the duplicator under the existing maintenance agreement.

Pillard said the deadline for his registration to attend a conference is due before the final approval on the budget and wanted to know how to proceed with it.

The Board agreed to have Pillard go ahead and register for the conference.

Campbell said she would ask the Mayor if the County Board can advertise Records & Information Management's services.

Workman exited the meeting.

Heier and Hudkins entered the meeting.

EXTENSION OFFICE (645)

Present were Gary Bergman, Unit Leader and Kay Coffey, Administrative Aide.

Bergman said there has been an increase usage of their facility, so janitorial supplies has increased along with mileage, postage, fuel prices and natural gas to operate the facility.

He said he would like to replace 5 personal computers that are in his office and has put \$10,000 aside for them, but it may only be a \$8,900 expenditure.

Heier questioned the \$424 maintenance agreement on the Duplo folding machine.

Bergman said the machine gets used a lot and would cost the county more to pay for repairs.

Bergman said at the Mid-Year budget review meeting he indicated a need for an update of the office conference area in the amount of \$25,000.

Campbell said the \$25,000 would go in the building fund.

Heier asked about Object 3604 - Office Rental.

Bergman said his office is anticipating having office space at the new Lancaster County Events Center. He said he has 3 staff members that currently work out of his office who do many things with the clientele who would use the Event Center (animal projects, 4-H activities and livestock clinics). He would like an office that would house 3 people, but not at any one time. He said he wrote a letter to Charlie Willnerd and Leon Meyer outlining the proposal, both are positive about it, but have not been able to address the issue.

BUILDING FUND & OTHER FUNDS (051)

Dave Kroeker said the Building Fund was covered last week at the Budget overview.

WORKER'S COMPENSATION/SAFETY AND TRAINING (012)

Kroeker said Sue Eckley has budgeted for a .5 position increase, which is not in her budget, but is a request for increase in personnel services.

Steinman said she thought Cori Beattie was going to help with the position.

Campbell said the Board needs to visit with Kerry Eagan, Sue Eckley and Cori Beattie regarding the extra position.

OTHER SELF INSURANCE (013)

Kroeker said (013) covers General Liability Self Insurance, County Attorney's Professional Liability and Lancaster Manor's Professional Liability. He said there is \$50,000 in the 2000-2001 budget for Lancaster Manor to start the fund, with \$125,000 built in for next year. The County Attorney, with an additional \$10,000 from this year, has a balance of \$109,000.

Campbell asked about the Public Defender.

Kroeker said the Public Defender is provided coverage by an association at a very reasonable price.

GENERAL FUND MISCELLANEOUS (612)

Kroeker said the Board of Equalization number will not be known until the end of protests and the contingency and group insurance will have to be looked at again at the end of the budget sessions.

Campbell said she thought the County had gotten rid of the flood insurance (3464).

Kroeker said he would speak with Sue Eckley regarding Item 3464.

Campbell asked about the \$45,000 budgeted for the County Assessor's vehicles.

Kroeker said Doug Ahlberg, Emergency Services, wants one of the County Assessor's old pickups. He said the \$45,000 is for 2 cars and a 4 x 4 pickup. Norm Agena, County Assessor, would like to order the pickup under the old State bid which runs out the end of May.

Campbell said when Ahlberg has the pickup in his possession he will give his Bronco to Larry Van Hunnik, who wants to use it for snow removal.

Norm Agena, County Assessor, appeared and said he wants to order a small S10 pickup truck that will cost around \$15,000 to \$16,000. He said the contract with the state runs out the end of May and the new government contract will not be ratified until October, 2001.

Hudkins asked about using one of the \$1,000 rebates that covers a GMC truck.

Agena said he thought they were all being used.

Campbell asked about the condition of the truck.

Agena said the vehicle has over 100,000 miles and they have replaced the brakes, tires and radiator.

MOTION: Hudkins moved and Steinman seconded to authorize the County Assessor to order a new pickup truck out of this year's budget and to pass the old truck to Emergency Services. On call Hudkins, Steinman, Heier and Campbell voted aye. Workman was absent. Motion carried.

The Board also requested the County Assessor to provide them with a list of repairs from Don Schaefer, County Shop, and the fleet mileage.

WEED CONTROL (064)

Present was Russ Schultz, Superintendent.

Schultz reported he feels the City of Lincoln should be picking up half of his budget and is requesting enough money to cover half of the budget. He said he will have \$10,000 additional revenue compared to last year and is requesting \$106,000 from the City, but has not heard whether they will pay that amount.

Campbell asked what the City is currently contributing.

Schultz said currently \$88,188, but they should be paying \$106,000.

Campbell said if the City says no to the amount, where will the \$18,000 difference come from.

Schultz said he would look at his budget to see where he can lower it by \$18,000, but it would be hard when he gets at least 2,000 complaints on weed abatement.

Campbell asked Schultz to provide the Board a list of weed complaints per year and the hours worked on getting rid of them. She suggested Schultz, Kroeker and Herz get together with the figures and see if they can get the money from the City.

Hudkins suggested drawing up an interlocal agreement to give Noxious Weed total control and let the City contribute to their budget.

Schultz said there is an interlocal agreement in place now that says the Weed Control Authority will submit a budget for what it will cost to provide the service. Public Works told him he can present a 96% budget and not higher.

For City complaints, Campbell said it would be good for Schultz to know the number of complaints, percentage of time and what percentage of the budget the City is paying.

Schultz said he might not have record of the time spent on each inspection, but he has the number of inspections that are made. He noted his office does 3,000 to 4,000 inspections in the County and 5,000 to 6,000 inspections in the City a year.

Campbell requested a historical look at the Noxious Weed's budget and the City's contribution. She believes the city's percentage has not been kept up to date.

Schultz said several nurseries have agreed to give a 25% discount for an exchange program if people dig up and bring in their purple loostrife plant. He said his office will then go out and verify the removal.

Campbell asked if the nurseries could help verify the loostrife weeds.

Schultz said the person can take their plant to the nursery and a coupon can be issued there. The nursery would keep track of the coupons and provide them to the Noxious Weed Department so they have record.

GENERAL FUND MISCELLANEOUS CONTINUED (612)

Kroeker said he spoke with Dave Shively who indicated there is not any voting equipment budgeted for this year.

Campbell asked Kroeker to speak with Dave Shively regarding the new precincts that are going to be set.

Kroeker said Item 3441, Employee Recognition, has increased by \$500.

JUSTICE SYSTEM (628)

Kroeker said Dennis Keefe, Public Defender, will be coming to today's meeting at 4:30 to discuss the Juvenile Court contracts.

Kroeker said he thought the Legal Services contracts should go into the Justice Council budget. He also said he spoke with Mike Thurber, Director of Corrections, who would like to take benefit of a federal grant to visit various sites, which could come out of the Corrections budget now and be accounted for later.

Campbell said the Juvenile Grant contract comes to \$526,000 and the boarding contracts should be going down.

COUNTY CLERK (602)

Present were Bruce Medcalf, County Clerk, Gwen Thorpe, Deputy County Clerk and Tim Genuchi, Accounting Operations Manager.

Genuchi said there was money added to the budget for the American Management System Conference. He also said the license fee for the Tesseract payroll system is supposed to go up \$1,700 and other than that everything is pretty much the same as last year.

Campbell questioned the position that is going to be created for the GASB 34 reporting.

Kroeker said that at a certain time each year the audit is made and the accrued expenditures and accrued revenues for the financial statement have to be accounted for. He believes a person with accounting background or training would be able to work on the accruals on the expenditure side and get the information to the auditors.

Campbell asked about the County contracting with someone to do the fixed asset portion of the statement.

Kroeker said they would go out on request for proposal to get the inventory set up and once that was in place it would be turned over to the County Clerk's office. When the fixed asset list is available, then the County should look at hiring the new employee, maybe by mid-year.

DISTRICT COURT CLERK (621 & 751)

Present was Kelly Moore Guenzel Handlos, Clerk of the District Court.

(751)

Moore said they have gone from one day a week on the Mental Health hearings, to two days a week with 15 cases each day. She said she put some of her deputies salaries into the Mental Health budget and took them out of District Court because of the time being spent on Mental Health cases.

Steinman asked how many people sit on the Health Board.

Handlos said there is an attorney, a layperson and a mental health expert, all appointed by the judges.

Handlos also noted that when her office receives a Bill of Exception it is currently being taken out of the Mental Health Board's budget. She asked Kroeker if he could make a separate line item and separate number called BOE (Bill of Exception).

(621)

Handlos distributed a list of cases that have been filed with Juvenile Court in Douglas, Sarpy and Lancaster County (Exhibit A). She said child support will be turned over to the state beginning November 1, 2001.

Steinman questioned Item 3091, Temporary Services, and there not being a request for this year.

Handlos said she found an error in line item 1054, Temporary Salaries, which was budgeted twice last year and the County Clerk's office was taking it out of the fund.

Kroeker said the difference between the funds is that temporary services are when you use a temporary employment agency for staff and those staff are not employees of the County, and the agency gets paid. Temporary salaries is used when the employee is a County employee, paid a salary on the payroll.

Handlos said she added money in the travel category because she is very active in the National Association of Court Managers and is going to be installed on the National Board in July.

Campbell asked about the 1.1 increase in employee numbers and if they were the FTE's that were picked up at mid-year.

Handlos said during her first year in office Personnel came to her office and reclassified all employees, so everyone in the court position received a pay increase and a new title. She said they did not add a new employee or create a new position this year.

Kroeker asked why the number went from 24.6 to 25.7.

Campbell thought last year at the mid-year budget review the Board authorized an additional employee and asked Kroeker to check his records.

FAMILIES FIRST & FOREMOST (060)

Present were Sheryl Schrepf, Families First and Foremost Grant Director and Renee Runge, Administrative Coordinator.

Schrepf passed out a proposed Families First and Foremost 2001-2002 Budget (Exhibit B) and said the budget is divided into 8 cost centers under F³ so they can be tracked more easily. She said they are in the 4th year of the 6-year grant and this year \$1,350,000 will go directly to F³, which does include family organization expenses. Under the Office of Juvenile Services they are expecting to get \$258,696 to do the OJS evaluations in the whole service area. They are also projecting a carryover of \$550,000.

Schrepf said they added a school wraparound program with Lincoln Public Schools at an amount around \$100,000 and they would reduce the Region V contract from 60 families to 20 families for \$312,000. They are going to eliminate the Intake Coordinator position that was put into the F³ operation for the care coordination system. She also said they had put \$50,000 in to the budget for mental health substance abuse service development, but according to the Federal Government they cannot pay for direct services.

Steinman asked if any of the tobacco money can be put into mental health and substance abuse services.

Schrepf said the money can be split evenly between the two services, but not between adults and kids.

Schrepf said for two years they have funded the Case Manager position at the Detention Center and wondered at what point it will be funded by the Detention Center's budget.

She said they budgeted \$250,000 for the operation of the Assessment Center, which is coming out of the grant, and \$75,000 for crisis response, which may need to be cut back.

Steinman asked the difference between the Case Manager and an Expeditor.

Schrepf said the Case Manager works with kids in detention while they are there as opposed to trying to get them out, which is what an Expeditor does.

Campbell asked if the federal grant was less than anticipated.

Schrepf said the carryover is less.

Heier asked if the Expeditor would work for F³.

Schrepf believed that it would go under the Assessment Center's budget, but right now it is under the Human Services budget.

Kroeker asked about the match from the State.

Schrepf said next year it will be one to one, \$1 federal and \$1 local. She said Region V is going to fund 4 professional partners that will all be a match, which is really in the system of care.

Campbell asked how things were going with the parents.

Schrepf said there is a meeting on the 17th of the new family organization in which they intend to elect two new Board members to the statewide family organization. They've had two meetings so far, called Families Inspiring Families, and 24 family members have appeared at each meeting.

COUNTY ATTORNEY (652)

Present were Gary Lacey, County Attorney and Eileen LeGrande, Administrator.

Lacey said they are asking for two new employees that are not included in the budget, in the amount of \$40,000.

Lacey said some time ago the County Board authorized hiring a part-time lawyer to work with mental health issues for the Public Defender's office. He believes his office may need to ask for another lawyer because of the additional work created by this position.

Campbell asked if any employees were added last year.

LeGrande said no, but an employee was added at mid-year the year before.

Kroeker asked about the increase in revenue.

LeGrande said the \$50,000 increase is due to the child support reimbursement.

Lacey said the State wanted to phase the child support takeover, but now it has to be up and running by November 1, 2001 or they will lose money.

JUSTICE SYSTEM - JUVENILE COURT CONTRACTS (628)

Dennis Keefe, Public Defender, appeared and submitted an analysis of Lancaster County's Indigent Defense Advisory Committee recommendations regarding the Juvenile Court contracts (Exhibit C).

Keefe said the Indigent Defense Advisory Committee met last week and reviewed the contracts for Juvenile Court. He said there is a Juvenile Court contract with Legal Services which ends June 30, 2001 and contracts with two private contractor's that are ending December 31, 2001. It has been 6 years since the compensation levels have been looked at and the contractors want an increase. He noted the judges have indicated they like the contractors because they provide efficient services and would like to keep them. He said the contractors start at \$2,000 per month in the first year as they build up the case load. The second year goes up to \$3,400. The third year and subsequent years have been set at \$5,000 a month and when they reach the end of their 4th year at the 120 maximum, they are spending 100+ hours per month. His recommendation is an increase in compensation for all contractors in their fourth or subsequent year as of January 1, 2002 for abuse/neglect case (6 months x \$1,000 per month x 3 private contractors and 6 months x 2,500 per month for Nebraska Legal Services) at an amount of \$33,000. He also suggested adding 25 law violation cases per year to Recknor and Associates at current rate in other contracts as of July 1, 2001. Keefe and Kroeker said the recommended amount would be discussed later.

Campbell suggested adding a line for contracting services so each contract and the amount can be listed.

The Board agreed to have the Public Defender proceed with the recommendations on the Juvenile Court contracts.

Bruce Medcalf
Lancaster County Clerk